

The graphic features a central dark blue circle containing the text 'UIC' in light blue. This circle is surrounded by concentric rings of yellow and red. From the right side of the circle, a thick yellow line extends upwards and to the right, while a thick red line extends downwards and to the right. The background is a solid light blue.

UIC

Alumni Exchange

<http://go.uic.edu/alumniexchange>

**ALUMNI
ASSOCIATION**



Job Search Strategies during Covid-19

Presented by: Liz Herrera, MA, Career Coach, UIC alumna '00
Director, LAS Career Development and Major Exploration

My Quick Intro



Empowering clients and students to drive and own their career

- ✓ Graduated from UIC LAS in December 2000 - Spanish Major
- ✓ Entered field of Career Services in 2007 - UIC Career Services
- ✓ Established career services office at the UIC School of Public Health
- ✓ Launched side hustle Liz Career Coaching in 2015
- ✓ Currently Director of Career Development and Major Exploration, UIC LAS (a little over a year)



Let's take a quick poll

What brings you here today?

What we know

- Unemployment rate – 13.3% (May 2020)
- Job searching is stressful and unpredictable – it is going to take longer
- There are companies that are hiring
- There are things YOU can control
- Take out a brainstorming sheet and let's get started!



Our Agenda

Job Search Process



Participants will receive a guide with resources highlighted in this presentation.



Self-reflection (Interests, values, skills)



Identifying your points of marketability



Articulating your value (Telling your story!)



Polishing your professional package



Establishing an online presence



Identifying companies of interest



Establishing your network (alumni, professionals, recruiters)



Practicing the interview

Who's Hiring?

- *Tech, Financial, E-learning, Health...*
- Companies Are Still Hiring During COVID-19 (the muse)
- Hiring Now

More links included in the guide



Finding Clarity through Self-Reflection



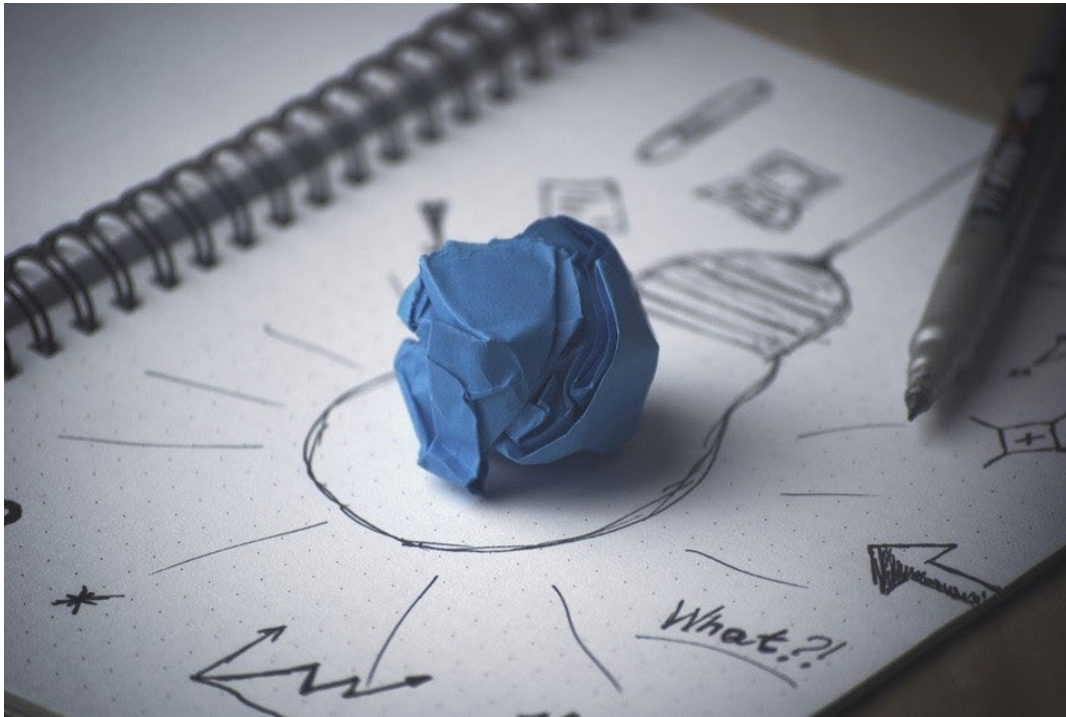
Think of a time when you were in your element? What were you doing?

What aspects of your current job or previous job did you enjoy the most?

What do you value? What is important to you in your position?

What skills do you have that you enjoy using?

Self-Reflection Tools



Free Assessments
Values, Skills, Interests

StrengthsFinder

Strong Interest Inventory

Guide will contain links to assessments

What are your points of marketability?

- Take inventory of your experience
- What obstacles / challenges have you faced in previous roles?
- What solutions have you implemented?
- What unique contributions have you made?
- Are you the “go-to” person for something?
- Have you had to adapt to new working environments?
- What are your technical abilities?
- What skills are you looking to build?



Attributes Employers Seek on a Candidate's Resume

N=150

[NACE Job Outlook Survey 2020](#)

ATTRIBUTE	% OF RESPONDENTS
Problem-solving skills	91.2%
Ability to work in a team	86.3%
Strong work ethic	80.4%
Analytical/quantitative skills	79.4%
Communication skills (written)	77.5%
Leadership	72.5%
Communication skills (verbal)	69.6%
Initiative	69.6%
Detail-oriented	67.6%
Technical skills	65.7%
Flexibility/adaptability	62.7%
Interpersonal skills (relates well to others)	62.7%
Computer skills	54.9%

A woman with dark hair pulled back, wearing an orange shirt with white polka dots, is sitting at a wooden desk. She is looking down at an open notebook and holding a blue pen, appearing to be writing. To her right is a large computer monitor displaying a document with text. In the background, there is a green plant and a stack of books. The scene is brightly lit, suggesting a professional or academic workspace.

Polishing your professional package

Update & Enhance your Resume



***3 Audiences:**
Applicant Tracking System
Recruiter
Hiring Manager



*Who is your target audience?



What skills / strengths do you want to highlight?



Think of experiences to reflect those selling points



Include a Profile Summary – snapshot of your value



Convert function based bullets to “achievement based” bullets. Show contributions, accomplishments, impact!



Always tailor your resume!

Strengthen your bullet points

Action Verb, Skill, Result (show impact / quantify whenever possible)

Passive statements	Stronger statements
Gave training classes on various health topics	Conducted 25+ training classes on health topics including diabetes, obesity prevention, and substance abuse to Spanish speaking peer health educators.
Worked on and maintained inventory for office supplies	Developed a first-time inventory system that increased efficiency and facilitated ordering and managing supplies.
Worked on improving and automating reporting systems	Automated reporting systems and processes which led to increased efficiency across 5 college administrative units.
Negotiated contracts with vendors for the hospital as needed	Reduced costs by 30% by negotiating contracts with new vendors for hospital supplies.

5 Quick Tips

1. Research the company / include why you want to work for them
2. Decipher the job posting – connect the dots for the reader / reference key points from the posting
3. Include examples of accomplishments as it relates to the position
4. Keep it concise (1 page)
5. Ask for an interview!

Cover Letter Essentials



A group of diverse people in a meeting, smiling and holding up sticky notes. The scene is brightly lit, suggesting a collaborative and positive work environment. The people are of various ethnicities and are engaged in a discussion. The sticky notes are in various colors, including pink, blue, and green. The overall atmosphere is one of teamwork and innovation.

LinkedIn Essentials

LinkedIn Checklist

Create an online presence!

- ✓ Add a professional headshot
- ✓ Add a headline to showcase your brand
- ✓ Add a short summary / integrate keywords
- ✓ List your experience (include descriptions / upload media)
- ✓ Add top skills (keywords)
- ✓ Connect with professionals, former supervisors, colleagues, mentors
- ✓ Ask for recommendations



Leveraging LinkedIn

- ✓ Update your job seeking preferences
- ✓ Follow companies of interest
- ✓ Job alerts
- ✓ Remote jobs
- ✓ Connect with recruiters
- ✓ Join groups (industry specific, alumni groups, etc.)
- ✓ Contribute content
- ✓ Connect with alumni



A group of diverse people in a meeting, smiling and holding up sticky notes. The scene is brightly lit, suggesting a positive and collaborative environment. The people are of various ethnicities and are dressed in business casual attire. They are holding up colorful sticky notes (pink, blue, green) in a gesture of agreement or presentation. The background is slightly blurred, focusing attention on the participants.

Virtual Opportunities

 29,193 followers

1w • 

Welcome to the Hirewell Weekly Jobs Update, via LinkedIn Live!

We'll cover a few of the newest openings we're working on currently acro...see more

Previously live



WEEKLY JOBS UPDATE



[Share](#) ⋮

LIT Careers - National Virtual Job Fair & Conference

 Event organized by LIT Careers - Igniting Futures

 July 16, 2020, 12:00 PM - 4:00 PM (your local time)

 Online event

 [Get tickets](#)

1,174 attendees including 6 connections

Decline

Accept

About this event

Join us at LIT Careers - National Virtual Job Fair & Conference on Thursday, July 16, 10am-2pm PDT / 1pm- 5pm EDT.

Special Session on Federal Employment Opportunities

Thursday, June 25th at 2 p.m.

Panelists include:



Panelists from various federal agencies will discuss employment opportunities as well as the process and resources available to learn about and apply to these positions. Interested participants can register at this link to virtually attend:

https://uic.zoom.us/meeting/register/tJArde-qgDMsH9DCmu_0kQyyc_5eJubInDVY





Special Session on IRS Special Agent Careers



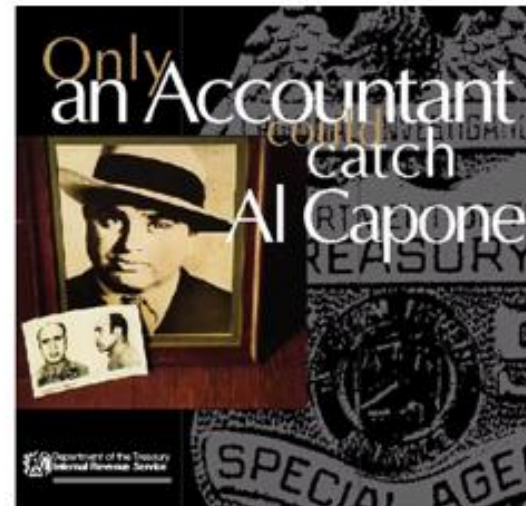
Wednesday, June 24th at 1:00pm (CST)

Recruiters from the Internal Revenue Service will present information on IRS Special Agents positions currently available to qualified candidates. Come and learn about the process to attain these exciting positions. Interested participants can register at this link to virtually attend the session:

<https://uic.zoom.us/meeting/register/tJ0qcu2tqD4tGdwigL2HiFpGvbE4Jb2dPmAY>



Although it is primarily for Accounting and Business, others could apply if they meet the educational requirements, basically 15 credit hours of accounting plus 9 credit hours of other business-related courses.





Virtual Career Fair: Chicago

Chicago Sun-Times • Chicago, IL, US

Posted 6 days ago •  Be among the first 25 applicants


[Save](#)[Apply](#)

The Chicago Sun-Times is hosting a Virtual Career Fair on Friday, June 24 and Saturday, June 25! Join us online to learn more about available jobs and positions, connect with recruiters and managers, and explore your next steps. Attendees will have the opportunity to ask questions via a live chat and share information with teams that are hiring. Now is the time to find your next great job. Register for the Virtual Career Fair now!

recblid qch6dwi6y4707nihn2xgdcx10bg0ne

Seniority Level

Entry level

Industry

Newspapers

Employment Type

Full-time

Job Functions

Other



Conducting Informational Interviews

Tools and Resources

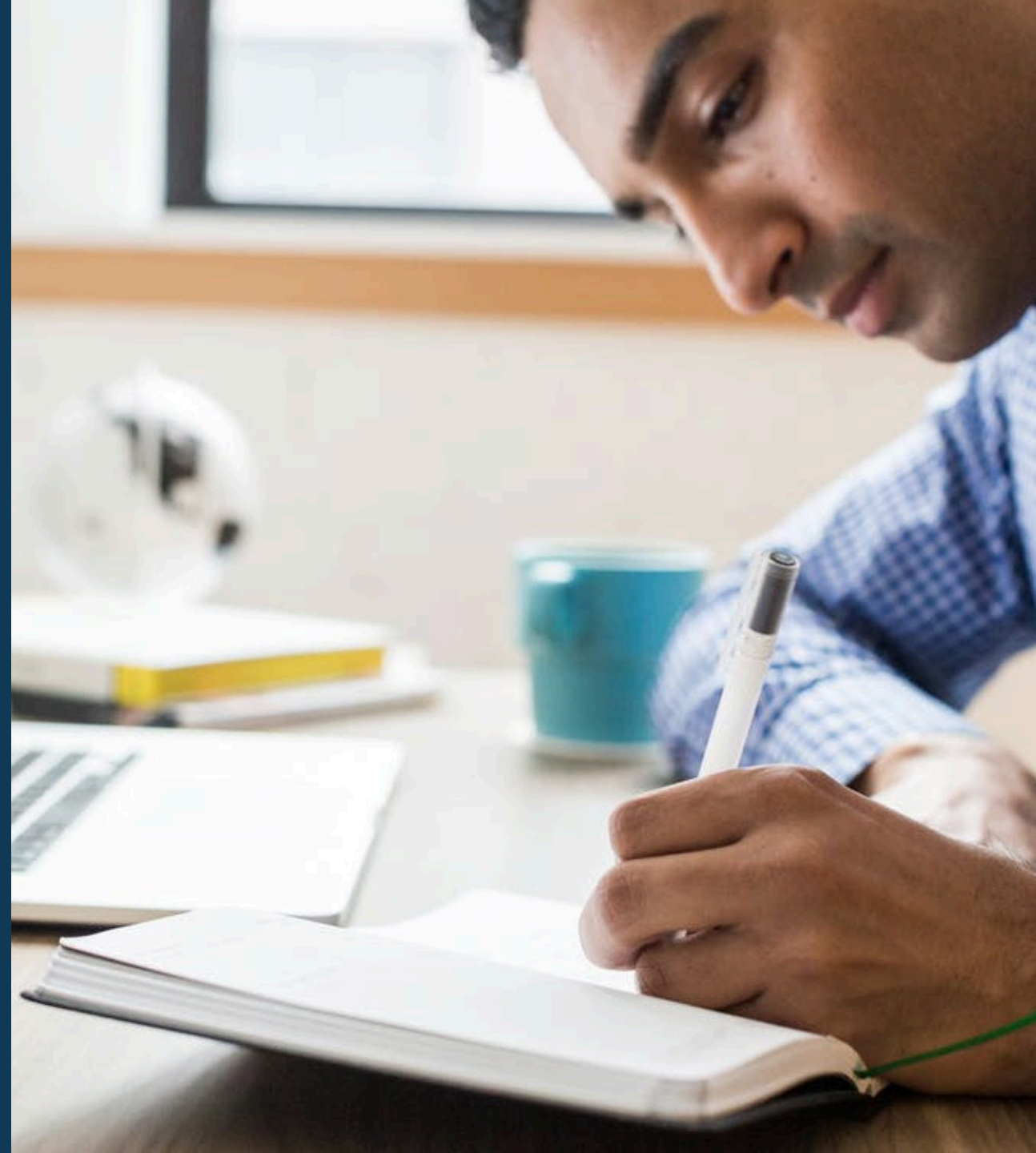
3 Rules for Reaching Out During the Pandemic

-The Muse

1. Ask for Something Specific – in order for someone to be most helpful, be specific in what you are seeking. Examples include “Can you tell me more about working in [X industry]?” or, “Could you possibly introduce me to your coworker who’s hiring for [Y role]?”
2. Be Genuine and Empathetic – be mindful in your messaging and acknowledge these uncertain times. Ask how they are doing – they may be experiencing their own personal challenges in unemployment, health etc.
3. Be Patient – Allow enough time before following-up if you don’t hear back. It is a good idea to reach out to more people as you may experience lower responses.

INTERVIEW TIPS

- Prep your background (minimize distractions)
- Test your audio, microphone, internet connection
- Dress to impress
- Prepare your success stories, review job posting, visit company website
- Be mindful of your body language (don't look down)
- Be prepared to answer behavioral based questions.
- Use the STAR method (Situation, Task, Action, Result).
- Prepare questions to ask
- Ask about the timeline / best time to follow-up.
- Send a thank you to all who interviewed you
- LinkedIn Interview Tool
- Review and practice answering interview questions (<https://www.jobinterviewquestions.com/>)



Final Thoughts

- Focus on what you can control
- Be flexible
- Be patient
- Don't take it personal
- Be persistent
- Take breaks! Re-energize and practice self-care
- Be confident in your strengths, experience and abilities





Thank you

Questions?

Let's connect on LinkedIn



Alumni
Exchange

For information about upcoming events and recordings of this and other past events, visit go.uic.edu/alumniexchange.

ALUMNI
ASSOCIATION